

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

INTERNAL – EMPLOYEES OF JUVENILE PROBATION ONLY

JUVENILE PROBATION OFFICER I

TO ESTABLISH AN EMPLOYMENT REGISTER TO FILL GRANT FUNDED POSITIONS WITHIN THE DEPARTMENT POSITIONS MAY REQUIRE DAY, EVENING AND MAY REQUIRE WEEKEND SHIFTS. PLEASE CHECK THE APPROPRIATE BOXES ON YOUR APPLICATION.

RECRUITMENT DATES: Monday, April 8, 2002 – Open Continuous

SALARY: \$12.90 Per Hour

POSITION QUALIFICATIONS: Arizona State Statutes require a minimum of a Bachelor's Degree from an academically accredited college or university, preferably with a major in the behavioral sciences. **YOU MUST HAVE YOUR DEGREE AT TIME OF APPLICATION.** **NOTE:** Must have a valid Arizona Drivers License.

EDUCATIONAL CREDENTIALS WILL BE VERIFIED BY THE HIRING AUTHORITY AND CANDIDATES WILL BE REQUIRED TO FURNISH OFFICIAL TRANSCRIPTS AT THE TIME OF PROCESSING. CANDIDATES WHO COMPLETE THE INTERVIEW PROCESS AND ARE BEING CONSIDERED FOR SELECTION, WILL BE REQUIRED TO UNDERGO A COMPLETE BACKGROUND/CHARACTER CHECK INCLUDING A POLYGRAPH EXAMINATION. THOSE APPOINTED TO A POSITION WILL BE REQUIRED TO SUBMIT TO A FINGERPRINT CHECK.

Bilingual/Spanish differential may be available for qualifying employees.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **WRITTEN EXAM.** The Human Resources Department reserves the right to admit to the exam process only those candidates considered to be the most highly qualified. Those selected will be required to pass a written exam. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department. **NOTE:** *If you have successfully completed the written exam for this classification since November 6, 1999, you may elect to use your old test score rather than re-testing. If you choose to re-test, be aware that we will use the most current, not the best score. To indicate your interest in not re-testing, indicate this on the top of the front page of your application when it is submitted. Requests received after an application has been submitted will not be honored by the Human Resources Department.*

FILING PROCESS: Required **County Application Form** (3100-049) must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329 or via the Internet at www.maricopa.gov

NOTE TO EMPLOYEES: In compliance with the Judicial Merit System Rules (rev. 11/00), Maricopa County employees who accept a position with a court department or judicial division of Superior and Justice courts will serve an initial probationary period. Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 5 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

RECRUITMENT ABBREVIATION CODE: JPO-INT KC

DATE PUBLISHED: Monday, April 8, 2002

Supersedes 105900

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ESSENTIAL JOB TASKS:

Interviews and shares information with clients on a face-to-face basis; attends meetings at work and away from work site; accesses and inputs information into the computer system; uses telephone for sharing and gathering information; sorts, distributes and files paperwork; drives to various locations for client and supportive/ancillary interviews; dictates and prepares handwritten documents and forms; delivers and retrieves documents at and away from work site; copies and faxes documents; recognizes and handles confrontational situations; attends and participates in court hearing as required; prioritizes a variety of tasks/emergencies; works variable hours and variable days, including evening, night, early morning and weekends; works a minimum of 40 hours per week/80 hours within a two-week time period; demonstrates reliable attendance at work and appropriate time management skills.